

# Idaho State Historical Records Advisory Board

## By-Laws

### ***Article I. NAME***

The name of this organization is the **Idaho State Historical Records Advisory Board**, also known as **SHRAB**.

### ***Article II. MISSION***

The Mission of the Idaho State Historical Records Advisory Board is to be an advocate for the creation, preservation, dissemination and use of information that accurately chronicles the people and institutions of Idaho, both public and private.

### ***Article III. ORGANIZING AUTHORITY***

SHRAB is a state board, appointed by the Governor, under the authority of federal statutes governing the National Archives and Records Administration (44 U.S.C. 2104) and in federal regulations governing the National Historical Publications and Records Commission (NHPRC) (36 C.F.R. Part 1206). SHRAB also derives its purpose from federal statutes that are the NHPRC's statutory authority (44 U.S.C Chapter 25).

### ***Article IV. MEMBERSHIP***

The SHRAB shall consist of at least seven members, appointed by the Governor for three year, renewable terms. NHPRC regulations require that a majority of the members must have experience in the administration of historical records or in the field of research or activity that makes extensive use of such records. Members continue to serve expired terms until replaced or reappointed.

The board may ask for the resignation of a member who fails to attend two (2) consecutive regular meetings of the board without excuse acceptable to the board or has had excessive absences during their term of office.

### ***Article V. STATE COORDINATOR , DEPUTY STATE COORDINATOR***

The Governor appoints the Idaho State Archivist as SHRAB State Historical Records Coordinator, as required by NHPRC regulation. The State Coordinator shall represent SHRAB in state and national forums, and shall act as meeting convener and SHRAB secretary. The State Coordinator is a member of SHRAB and serves a renewable four year term.

The State Historical Records Coordinator shall appoint a Deputy State Coordinator who shall serve to assist in carrying out the duties and responsibilities of the coordinator and to serve as an acting coordinator at the coordinator's direction or upon the coordinator's resignation or other inability to serve as defined by these Bylaws and by Robert's Rules of Order.

## ***Article VI. DEFINITION***

The term "record" as used in these Bylaws includes textual, non-textual, machine-readable, and other documentary materials, regardless of origin, physical form or characteristics.

## ***Article VII. PURPOSES AND PROGRAM SCOPE***

The purposes of SHRAB are to:

**Develop and maintain a statement of goals and priorities for historical records programs in Idaho;**

**Advise on matters pertaining to collection and preservation of historically significant records, endorsing and supporting policies, programs and projects that address established goals and priorities;**

**Review grant applications and make funding recommendations to the NHPRC concerning applications from institutions and organizations based in Idaho;**

**Promote and publicize the NHPRC grant program, encouraging participation;**

**Provide grant consultation, assisting grant applicants in preparing proposals;**

**Develop grant applications to address historical records issues of statewide concern;**

**Review proposed legislation concerning public or historical records administration, advise on its applicability and potential effects, and recommend legislation when appropriate;**

**Endorse or oppose pending legislation as warranted, and submit legislation when appropriate;**

**Establish communications with associations and organizations having records management and/or archives interests, defining areas of mutual interest to support systematic collection of Idaho historical records and preclude duplication of effort;**

**Conduct studies to better define historical records conditions and problems in Idaho, proposing solutions;**

**Foster and support cooperative networks for conservation, bibliographic control, and public access for historical records;**

**Sponsor, develop and/or present conferences, seminars, and workshops on historical records topics;**

**Expand educational opportunities, coordinating with academic institutions to develop or expand records management and archives course offerings;**

**Promote programs designed to raise public awareness of historical record values, conditions, and needs.**

SHRAB's program scope and interests relate to, but are not limited to, records documenting the history and heritage of Idaho and its people held by the following entities in Idaho:

state government	local government	historical organizations
business and industry	academic institutions	
religious denominations	libraries	professional associations
cultural organizations	ethnic groups and organizations	

### ***Article VIII. STRATEGIC PLAN***

SHRAB maintains an up-to-date strategic planning document that meets NHPRC criteria for state board planning, and for its own purposes. This planning document outlines a specific list of SHRAB objectives, activities, and timetables for accomplishment so that SHRAB pursues its Mission as stated in these Bylaws.

### ***Article IX. GRANT APPLICATION PRIORITIES***

SHRAB places special emphasis on soliciting, supporting and endorsing the following categories of grant proposals that address four challenges: Awareness; Preservation; Technology; Resources. The Board particularly welcomes proposals for projects that, consistent with the grant category priorities of the National Historical Publications and Records Commission: address under-documented subjects and social groups; improve access to records through use of technology; and address electronic records preservation and access issues. Projects addressing these issues and falling under any of the priority areas listed below, and will be rated as the board's highest priority category.

1. Educating the public to value records and archives for self-understanding, government accountability, sound institutional management, and historical reflection.
2. Working collaboratively with other institutions to promote common goals concerning the access and/or preservation of historical records.
3. Providing additional fiscal, material, or staffing resources necessary to achieve the objectives of the historical records community as outlined in the SHRAB strategic plan.
4. Planning for the adequate documentation of Idaho history.
5. Improving the accessibility and preservation of historical records.

### ***Article X. RECOMMENDATIONS ON GRANT APPLICATIONS***

SHRAB shall follow procedures established by the NHPRC for grant application review.

### ***Article XI. MEETINGS AND RECORDS***

SHRAB shall meet at least three times each year to review grant applications and conduct other business. Other meetings may be called at the initiation of the State Coordinator or by any two other SHRAB members. All meetings shall be open to the public. SHRAB records shall be maintained by the State Coordinator and are subject to provisions of the Idaho Public Records Law.

### ***Article XII. QUORUM***

One more than 50% of current SHRAB members shall constitute a quorum for the purposes of meeting and conducting business.

### ***Article XIII. COMMITTEES***

The State Coordinator shall appoint such committees as are necessary to effect the purposes and program scope of SHRAB.

### ***Article XIV. CONFLICT OF INTEREST***

Idaho State Historical Records Advisory Board (SHRAB) members who are staff at an applicant institution or who are otherwise formally involved with a proposed project shall not prepare an individual evaluation or summary of the project grant application. For purposes of this policy, formal involvement includes anyone in an administrative or policy-making position, such as a member of a board of directors or an administrative officer of a parent institution. This formal involvement also extends to: (a) a Board member's spouse, child, or partners; and (b) an organization with whom the Board member is negotiating or as any arrangement concerning employment or contractual services.

Board members shall declare any conflict of interest publicly and for the record at the Board meeting at which the grant application is considered, and shall excuse themselves from that meeting while the Board discusses the merits of the proposal.

In those instances when the State Coordinator is involved with a proposed project, the Coordinator shall assign responsibility for collection of individual evaluations and preparation of the summary statement to the Deputy State Coordinator. In the event of a joint involvement of the State Coordinator and Deputy State Coordinator with a proposed project, the State Coordinator shall assign this responsibility for collection of individual evaluations and preparation of the summary statement to another unaffected SHRAB member.

In the event that seven or more SHRAB members are affected by this policy as applied to any grant application, the State Coordinator shall appoint a review committee consisting of at least seven persons to evaluate the proposal. The review committee shall consist of those Board members unaffected by this policy and other individuals chosen by these unaffected Board members.

### ***Article XV. RULES OF ORDER***

Robert's Rules of Order, latest edition, shall serve as parliamentary authority for SHRAB, subject to Idaho and United States statutes and regulations.

### ***Article XVI. AMENDMENTS TO BYLAWS***

Proposed amendments to these Bylaws must be sent to all SHRAB members at least thirty (30) days in advance of a scheduled meeting. Discussion of proposed amendments shall appear as a separate item on the meeting agenda. Passage of amendments shall require a three-fourths vote of a SHRAB quorum as defined in Article XIII.

Amended and Adopted by the Board April 8, 2002